

TAB

~~CIA INTERNAL USE ONLY~~


28 October 1954

OFFICE OF PERSONNEL MEMORANDUM NO. 42-100-10 (Supplement 1)

SUBJECT: Correspondence with Applicants for Clerical Positions

Effective 1 November 1954, receipt of application forms from applicants for clerical positions will not be acknowledged in separate correspondence unless, in the opinion of the Chief, Clerical Placement Branch, Placement and Utilization Division, approval of the appointment will be delayed. If no delay is foreseen, no correspondence will be dispatched to the applicant until after a security clearance is requested. At that time a letter will be dispatched apprising the applicant that her forms have been received and that the actual processing of her appointment has begun.

STATINTL


George E. Meloon
Deputy Assistant Director
for Personnel

CIA INTERNAL USE ONLY

OPM 76-54